



DEPARTMENT OF THE ARMY
TERRY L. WILSON BATTLE COMMAND TRAINING CENTER
BUILDING 3437, LUZON AVENUE
FORT WAINWRIGHT, ALASKA 99703

APVR-WPTM-BCTC

24 June 05

MEMORANDUM FOR U.S. Army Alaska Battle Command Training Centers (BCTC(s)) Video Teleconference (VTC) Managers, Operators, and Users

SUBJECT: U.S. Army Alaska (USARAK) BCTC(s) Video Teleconference (VTC) Standard Operating Procedures (SOP)

1. References.

a. Key User's Manual for Defense Information System Network (DISN) Video Services (DVS); Version 3, Release 2.

b. USARAK Security SOP, Section 7.

2. Purpose. Establish policy and procedure for the use of the USARAK BCTC(s) Video Teleconferencing (VTC) sites.

3. Applicability. The following procedures apply to all personnel who manage, operate or use a USARAK BCTC VTC site.

4. General.

a. Security requirements for secure VTC (SVTC):

(1). Highest classification level is SECRET.

(2). The BCTC Security Manager will maintain an access roster of personnel who are authorized unaccompanied access to the SVTC sites. The access roster will be posted at the sites.

(3). SVTC requester/user will ensure:

(a) All entryways to the SVTC sites are secure at all times.

(b) SECRET; removable hard drives are appropriately labeled and stored in the BCTCs vault when required.

(c) Personnel attending the conference have the proper security clearance and a need to know.

(6). SVTC requester/user will provide the BCTC Security Manager with a Memorandum For Record with individual clearance information (Annex A).

(7). No electronic devices will be present during SVTC unless they are approved and properly accredited as per AR 380-5.

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- (8). Non-Secure calls are not permitted while in a SVTC.
- (9). SVTC user will provide a guard force with clearances to:
- (a) Check ID cards and verify security clearances against the access roster. Individuals not on the access roster provided by the customer will not be allowed into the briefing area.
 - (b) Prevent any unauthorized individuals from overhearing or seeing any classified information that is presented during the SVTC.
 - (c) Guards will be posted at all entryways leading to the SVTC location and in areas that would allow an individual the ability to obtain any content from a briefing.
- (10). SVTC users are responsible for the security of the SVTC location and any information presented therein.
- (11). At the completion it is the responsibility of the SVTC user to ensure that all classified material has been secured and/or removed from the site.
- (12). All security violations will be immediately reported the BCTC Security Manager (353-2855) and the Installation Security Work Center (ISWC) (384-1443/2208).
- b. Security requirements for non-secure VTC: no special considerations other than safeguard of US Government property.
- c. Scheduling procedures:
- (1) The following information is required for non-secure VTC with the BCTC as originator or participant:
 - Title / Subject of VTC.
 - VTC Chair person / persons (local and at other locations).
 - VIP's (Flag Officers).
 - Site information of other locations (each site has a formal ID).
 - Number of personnel attending.
 - Date and time of call (local time synchronization required).
 - POC(s)(VTC facilitator and/or project officer) at other locations
 - Name
 - Phone number
 - email address
 - Slide presentations required to be sent or received.
 - (2) SVTC with the BCTC as originator or participant requires the same information listed in Para 4 c (1) above plus the classification level of the conference.
 - (3) Information will be provided by the requester/user to the BCTC VTC facilitator.
 - (4) Requester/user is responsible for coordination and synchronization with conference participants.
 - (5) BCTC VTC facilitator, once provided the required information, is responsible for site to site link up and coordination.

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(6) Any BCTC VTC technical requirements are the responsibility of the BCTC technical section.

(7) Typical planning time frames from time VTC facilitator receives required information are;

- Point to point non-secure VTC 24-48 Hrs
- Non-secure routed through a bridge site 5 working days
- SVTC 7 working days

(8) Inadequate planning time may lead to requested date/time group being delayed and/or cancelled.

(9) Normal hours of operation for VTC execution are 0730 to 1630 Monday thru Friday. Time frames outside these parameters require additional approval from G3 USARAK to cover overtime and/or holiday pay.

5. Responsibilities.

a. BCTC Technical Support Section. Overall responsibility for management, operation and security of all FWA BCTC VTC and SVTC sites.

b. BCTC facilitator - responsible USARAK BCTC VTC planning, operations and equipment training. Sub tasks include:

- (1) Ensure all security procedures are followed.
- (2) Maintain a current VTC facility unrestricted access roster.
- (3) Maintain secure fill and secret hard drive devices for SVTC COMSEC equipment.
- (4) Ensure that the SVTC monthly key is loaded.

(5) Coordinate OTR with the DVSG OTR section and OTR current SVTC segments prior to the last working day of each month.

(6) Train authorized individuals who possess a clearance on the procedures and overall operations of BCTC VTC equipment.

- (7) Coordinate and schedule VTC conferences.
- (8) Ensure all SVTC requirements and policies are enforced.
- (9) Facilitate and coordinate between site operators

c. VTC Operators will:

- (1) Ensure all security procedures are followed.
- (2) Verify scheduled conferences.
- (3) Ensure operational status of all VTC equipment 30 minutes prior to scheduled conferences.

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(4) Ensure operational status of all VTC peripheral equipment (slide presentation, document camera, audio add on) within 30 minutes of scheduled conferences.

(5) Ensure all VTC policies and procedures are enforced at all times.

(6) Ensure the VTC facility has a neat and orderly appearance.


d. VTC requester/user:

(1) Will follow all security procedures addressed above.

(2) Will request use of BCTC VTC IAW procedures addressed above.

(3) Will be responsible for any additional cost associated with the scheduled VTC (i.e., overtime, special connection fees, etc).

6. Proponent. The USARAK BCTC Technical Support Section is the proponent for this SOP.



Michael F. Bonnell
GS13
Chief, BCTC

Annex A (Security Roster Listing) to U.S. Army Alaska (USARAK) Battle Command Training Center (BCTC) Video Teleconference (VTC) Standard Operating Procedures (SOP).

Office Symbol

Date: MMDDYEAR

MEMORANDUM FOR RECORD

SUBJECT: Security Clearance Information

1. The following security clearance information pertaining to the individual(s) listed below was verified by the undersigned on this date.

a. Full Name, SSN

- (1) Clearance level:
- (2) Date granted:
- (3) Date Expires:
- (4) Investigation Type:
- (5) Purpose of visit:

2. Please contact the undersigned at DSN xxx-xxx-xxxx if there are any questions/concerns.

SECURITY MANAGERS
Signature Block